



New Jersey Department of Education
Improving America's Schools Act (IASA)
Title VI - Class-Size Reduction Initiative
 Fiscal Year 2001
Title Page

SUBMIT TO
 COUNTY OFFICE OF
 EDUCATION AND
 OGMD

<input type="checkbox"/> INDIVIDUAL LEA APPLICANT PROJECT CODE: CSR ____ -01	<input type="checkbox"/> CONSORTIUM APPLICANT PROJECT CODE: CSR ____ -01C	<input type="checkbox"/> PARTICIPANT IN CONSORTIUM LEA CODE: ____
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1. LEA:	
2. Chief School Administrator:	2a. Tel. #: FAX #:
3. Project Director:	3a. Tel. #: FAX #: E-mail Address:
4. Address:	5. County Name: County Code:
6. Project Duration: 9/1/00 to 8/31/01	7. Board Approval Date for Application Submission:

FUNDING INFORMATION				
STARTING SALARY OF NEW K-3 TEACHER	APPLICANT ALLOCATION AMOUNT	AMOUNT CONTRIBUTED TO CONSORTIUM	AMOUNT ACCEPTED FROM CONSORTIUM PARTICIPANTS	TOTAL FUNDS REQUESTED
8	8a	8b	8c	8d

CLASS-SIZE INFORMATION {Complete only if using CSR funds to hire or retain (hired using 2000 CSR funds) teacher(s).}

LEA Information a) LEA serves grades ____ to ____ School Name(s) b) List name of school below c) For consortiums, list district, if other than applicant district	2000-2001 CLASS SIZE * <u>WITHOUT</u> CSR FUNDS					2000-2001 IMPACT ON CLASS SIZE* <u>WITH</u> CSR FUNDS				
	Grades					Grades				
	K	1	2	3	Other	K	1	2	3	Other

** As defined by the 1998 NJ School Report Card as "the average number of students assigned to a regular classroom." If using funds in grades other than K-3, the ratios in grades K-3 must be at least 1:18 and documentation must be provided.*

DIRECTIONS FOR COMPLETING TITLE PAGE AND ASSURANCES

INDIVIDUAL APPLICATIONS

- Project Code: Enter the LEA's 4-digit code and check off the type of applicant.
- Items 1-5: Complete all identifying information.
- Item 7: Enter the date of the board of education's approval for the submission of this application. The submission of the actual board of education resolution is not required unless the application is submitted prior to the board approval date.
- Item 8: Enter the starting salary of a new K-3 teacher in the LEA.
- Item 8a: Enter the amount of total allocation indicated on the allocation notice.
- Item 8b: Enter the amount being contributed to the consortium or N/A.
- Item 8c: Enter the total amount accepted from all consortium participants or N/A.
- Item 8d: Enter the amount of funds being requested.

CLASS SIZE INFORMATION [Complete only if using CSR funds to hire new or retain (hired using FY 2000 CSR funds) teacher(s). Add additional pages if necessary.]

LEA Information: a) Enter the grades served by the LEA.

School Name: Indicate where the newly hired or retained CSR teachers will be located using Class-Size Reduction funding.
b) List the name of the school.
c) List the district, if other than the applicant.

Class Size without CSR Funds: Indicate the class sizes for the 2000-2001 school year without CSR funding in grades K-3 **or** other targeted grades that will be affected by the Class-Size Reduction funding. See the footnote on the Title Page form for guidance in calculating this. *(If using funds in grades other than grades K-3, the ratios in grades K-3 must be at least 1:18 and documentation must be provided.)*

Impact on Class Size with CSR Funds: Indicate the estimated class sizes targeted by Class-Size Reduction funding for the 2000-2001 school year after the Class-Size Reduction plan has been implemented.

ASSURANCES AND CERTIFICATION

Assurances and certification are required for receiving funds under the Class-Size Reduction Initiative program. This certification must be signed and dated by the Chief School Administrator.

DIRECTIONS FOR COMPLETING TITLE PAGE AND ASSURANCES

CONSORTIUM APPLICATIONS

All Participating LEAs in a consortium (including the consortium applicant) must contribute all its allocated funds, complete an individual Title Page and an Assurances Page to be submitted to the consortium applicant.

1. Check participant box, enter LEA's 4-digit LEA code and items 1 to 5.
2. Enter the Board Approval date to contribute allocation(s) to the consortium (item 7). A board resolution is required if the application is submitted prior to board approval.
3. Complete items 8a and 8b for the funds contributed to the consortium.
4. Enter 0 in item 8d.
5. Send the completed Title Page and signed Assurances page to the consortium applicant.

Class-Size Information section should not be completed on participant pages.

The Consortium Applicant LEA must complete a summary Title Page **summarizing** all funds requested for the consortium.

1. Check Consortium Applicant box, enter the LEA's 4-digit LEA code and complete items 1-5.
2. Enter the Board Approval date for the submission of the consortium application (item 7). A board resolution is required if the application is submitted prior to board approval.
3. Enter the total of all participating consortium amounts in item 8c.
4. Enter the total of the applicant plus all participants in item 8d.
5. Complete Class-Size Information section indicating the school name and district.

NOTE: For more information regarding consortiums, see the Fiscal Year 2001 IASA Consolidated Subgrant Application Guidelines.

ASSURANCES AND CERTIFICATION

Assurances and certification are required for receiving funds under the Class-Size Reduction Initiative program. This certification must be signed and dated by the Chief School Administrator.

For consortium applications, a signed and dated assurances page must be included for each participant.



New Jersey Department of Education
Improving America's Schools Act (IASA)
Class-Size Reduction Initiative
Fiscal Year 2001

LEA: _____

Project Code: CSR-_____-01

Assurances and Certification

The applicant hereby assures the NJDOE that:

1. All policies, procedures, programs and administration in the LEA are consistent with the Improving America's Schools Act of 1994 (IASA), the U. S. Education Department's General Administration Regulations (EDGAR), and other applicable statutes, regulations, program plans and applications.
2. These funds will be used according to the approved application, program plan and in compliance with the stated use of funds in IASA, Section 310 *et seq.*
3. Funds will be used only to supplement, not supplant, state and local funds that would otherwise be spent for such activities.
4. If funds are used for professional development activities, nonprofit private elementary and secondary schools are provided with the opportunity to equitably participate in such activities.
5. If funds are used for professional development activities, such activities must be coordinated with the LEA professional development plan.
6. An annual report will be provided to parents, the general public and the NJDOE on the usage and impact of these CSR funds.
7. Not more than three percent of such funds will be used for administrative costs by the LEA.
8. The LEA will request waivers of any state or federal requirements necessary to carry out its Class-Size Reduction plan.

Complete this Consortium Agreement only if participating in a consortium

Consortium Agreement: _____
has been designated as the applicant agency for this project. As a participating agency, I have agreed to the implementation of activities, utilization of funds and sharing of costs.

I certify that the information contained in this application is correct and complete and that the LEA has authorized me, as its representative, to give the above Assurances and to file this application.

Typed Name of Chief School Administrator

Signature of Chief School Administrator

Date



New Jersey Department of Education
Improving America's Schools Act (IASA)
Class-Size Reduction Initiative
Fiscal Year 2001

Program Plan

LEA: _____ County: _____ Project Code: CSR - _ _ _ _ - 01

GOAL I: Create the opportunity for all students to meet high-quality academic standards.

OBJECTIVES	ACTIVITIES	EVALUATION METHOD CSR ANNUAL REPORT CARD

Use additional sheets, as needed

DIRECTIONS FOR COMPLETING THE PROGRAM PLAN

General Information

- If the CSR allocation is less than the starting salary of a new, fully certified teacher, the LEA may use the funds to pay the salary of a full- or part-time certified teacher in grades K-3, combining other federal, state or local funds, or use the CSR funds for professional development activities.
- **No more than three percent (3%) of the funds may be used for administration.** These activities must be described.
- If the teacher/student ratio in grades K-3 is greater than 1:18, describe the plan to reduce class size by hiring (salary and benefits) new highly qualified, *certified* teachers (regular or special education) or continuing to fund the salaries of teachers that were hired using FY 2000 CSR funds. **A minimum of seventy-two percent (72%) of the funds must be used for this purpose unless the total allocation is less than the starting salary of a teacher.** Describe the recruitment, testing and training activities for hiring the new teacher(s) on Goal I of the Program Plan. Describe the LEA plan to ensure that all teachers hired in grades K-3 are certified to teach in the classroom to which they are assigned within the shortest possible time period. Include the activities to be used for this purpose. (Attach additional pages, if needed.)
- Describe the plan for professional development activities that may be offered to all teachers and how these activities are coordinated with the LEA's professional development plan. Describe the professional development activities that *must* be offered to private schools. If teachers are not certified to teach in the classrooms to which they are assigned, provide a description of the activities to ensure full qualification. Describe the plan for the testing of new teachers to meet state certification requirements. **Twenty-five percent (25%) maximum of the funds may be used for this purpose unless the total allocation is less than the starting salary of a teacher.** Provide a description on Goal II of the Program Plan. (Attach additional pages, if needed.)
- If the teacher/student ratio is less than or equal to 1:18 in all classes in grades K-3, in all schools, provide documentation. If teachers in grades K-3 are not certified to teach in the classrooms to which they are assigned, CSR funds must be used for certification purposes. Once these certification requirements are met, funds must be used to reduce class size in grades K-12 by hiring highly qualified teachers and/or to carry out activities to improve teacher quality and/or professional development activities. (Attach additional pages, if needed)

Program Priorities

- Reduce class size in grades K-3 to a ratio of 1:18.
- Certify existing teachers in grades K-3.
- If the ratio of teachers to students is 1:18 in all K-3 classes, reduce class size in other grades or reduce the ratio in K-3 further.
- Provide professional development opportunities (not limited to grades K-3).

Equitable Access/Participation

General Education Provisions Act, Section 427 (GEPA) requires LEAs to describe the steps that will be taken to ensure equitable access to, and participation in, its federally funded programs. Describe these steps in the Program Plan (Goal I or II). See GEPA attachment for more specific information.

Completing the Program Plan

1. GOALS: There are two goals included in the Class-Size Reduction Application. Objectives and activities should be listed under the appropriate goal. If all funds are used for Goal I, completion of Goal II is unnecessary.

2. OBJECTIVE(S): Describe the measurable objective(s) that the LEA has identified to address the goal. Each objective *must* specify the following information:

- a) the target population (students or teachers)
- b) the outcome to be achieved (performance or behavior indicators)
- c) the date by which the outcome will be achieved.

The target population for Goal II objectives must be teachers, administrators, and/or in some cases, other school staff or parents. However, one of the benchmarks/indicators for each Goal II objective must be the improvement of student achievement.

3. ACTIVITIES: List the activities that will be implemented to achieve the objectives. For each teacher hired, indicate grade level, regular or special education, project and full-time equivalent percent. Indicate the name of private schools participating in professional development activities, if applicable.

4. EVALUATION METHOD: List the evaluation method that the LEA will use to measure progress towards achieving the *goals/objectives and the success of the project*. The evaluation plan should measure the objectives.

For the CSR Annual Report Card: Describe the LEA's plan to produce an annual report card to parents, the general public and the NJDOE. Provide the number of fully qualified teachers hired, grades assigned, impact on class size, progress towards increasing the percentage of classes in core academic areas taught by fully qualified teachers, professional development description (number of participants, including staff from private schools and grades taught) and academic (pre- and post-testing) and nonacademic information (attendance, discipline, promotion trends, instruction time, student/teacher relationship, socialization, teacher retention/job satisfaction).

CODING - Use the following outline format: Goals (I, II); Objectives (A,B,C...); Activities (1,2,3...); Evaluation (A1, A2, B1...); (Example - activity IB2 refers to Goal I, Objective B, Activity 2); (Example - evaluation A2 refers to the second evaluation method for objective A).



New Jersey Department of Education
Improving America's Schools Act (IASA)
Class-Size Reduction Initiative
Fiscal Year 2001

Program Plan

LEA: _____ County: _____ Project Code: CSR - _ _ _ _ - 01

***GOAL II:** Improve the quality of instruction through professional development that will help students meet challenging academic standards.

OBJECTIVES	ACTIVITIES	EVALUATION METHOD CSR ANNUAL REPORT CARD

**Do not complete if all funds are used in Goal I*

Use additional sheets, as needed



New Jersey State Department of Education

Class-Size Reduction Initiative

Fiscal Year 2001

Budget Statement

LEA: _____

COUNTY: _____

PROJECT CODE: CSR _____ -01

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	TITLE VI CLASS-SIZE INITIATIVE			
		PROGRAM COSTS 72% Min.	PROFESSIONAL DEVELOPMENT 25% Max.	ADMINISTRATION 3% Max	TOTAL
INSTRUCTION					
Salaries of Teachers	100-101				
Other Salaries for Instruction	100-106				
Purchased Prof. & Tech. Services	100-300				
Other Pur. Serv. (400-500 series)	100-500				
Tuition	100-560				
General Supplies	100-610				
Textbooks	100-640				
Other Objects	100-800				
SUBTOTAL INSTRUCTION					
SUPPORT SERVICES					
Sal. of Supervisors of Instruction	200-102				
Sal. of Program Directors	200-103				
Sal. of Other Professional Staff	200-104				
Sal. of Secretarial & Clerical Assist.	200-105				
Other Salaries	200-110				
Personal Serv. - Employee Benefits	200-200				
Purchased Prof. - Ed. Services	200-320				
Other Purchased Prof. Services	200-330				
Purchased Technical Services	200-340				
Rentals	200-440				
Contracted Services - Transport. Other Than Betw. Home & School	200-516				
Travel	200-580				
Other Pur. Serv. (400-500 series)	200-590				
Supplies and Materials	200-600				
Indirect Costs	200-860				
Other Objects	200-890				
SUBTOTAL - SUPPORT SERVICES					
FACILITIES ACQ & CONSTR SERV					
Buildings (Use charge)	400-720				
Instructional Equipment	400-731				
Noninstructional Equipment	400-732				
SUBTOTAL - FAC ACQ & CONSTR					
Schoolwide (Abbott)	520-930				
Schoolwide (Non-Abbott/3 rd Cohort Abbott)	520-932				
GRAND TOTAL					

LEA-Business Administrator Signature _____ Date _____

DIRECTIONS FOR COMPLETING THE BUDGET STATEMENT

NOTE: Refer to the Uniform Minimum Chart of Accounts distributed by the Office of Finance for specific instructions regarding classification of expenditures within category headings. "Examples of GAAP Budget Categories for Entitlement Programs" is posted on the NJDOE website.

- Complete the LEA name, county name and 4-digit LEA code.
- Indicate the amount budgeted in each of the expenditure categories in the appropriate column for the activities supported through this project. **Use whole numbers only. Shaded boxes are unallowable costs.**
 - **PROGRAM COSTS:** A minimum of 72% of each LEA's award must be used to recruit, test, hire and train certified classroom teachers in order to reduce class size in grades K-3 (or in other grades or subjects for LEAs that do not serve grades one through three). This percentage requirement does not apply if the allocation amount is less than the starting salary of a teacher.
 - **PROFESSIONAL DEVELOPMENT:** A maximum of 25% of each LEA's award may be used for testing new teachers for academic content knowledge and to meet State certification requirements. Other professional development activities must be consistent with the LEA's professional development plan. This percentage requirement does not apply if the allocation amount is less than the starting salary of a teacher.
 - **ADMINISTRATION:** A maximum of 3% of each LEA's award may be used for local administration.
- Indicate in the Total Column the total amount requested in each expenditure category. The budgeted amounts in each category on the Budget Statement must match the subtotals for the expenditure categories by funding source itemized on the Budget Detail (page 6).
- The Grand Total line must be equal to the amount indicated in Item 8d on the Title Page.
- Signature of the LEA's Business Administrator and date are required. Approval will be delayed if the signature and date are missing.

Additional Information: The Budget Statement and Budget Detail pages of the CSR application are now available in an Excel spreadsheet (download from the NJDOE Web site. *Select* Grants; then *select* Entitlement Grants) to facilitate LEAs in the preparation of the application. Instructions are posted on the Web site and assistance is available from your county office business administrator.



New Jersey Department of Education
Class-Size Reduction Initiative
 Fiscal Year 2001

Budget Detail

LEA _____

Project Code: CSR_ _ _ _ -01

EXPENDITURE CATEGORIES			BUDGET			JUSTIFICATION CODES
EXPENDITURE CATEGORY	FUNCTION/OBJECT CODES	DESCRIPTION/ITEMIZATION	Program	Prof. Dev.	Admin.	(from the Program Plan)
						Grand Total

LEA-Business Administrator Signature _____ Date _____

DIRECTIONS FOR COMPLETING THE BUDGET DETAIL

- Complete the LEA Name and Project Code.
- List the expenditure categories and function/object codes in the same order as they appear on the Budget Statement.

NOTE: * Categorize costs according to the *Uniform Minimum Chart of Accounts*.

* For approved Title I schoolwide programs, list the individual school(s) and the total amount of funds allocated to each school.

- Description/Itemization: List/describe the item(s) to be funded in each category. List each private school participating in professional development activities. A minimum of 15% of each salary or portion of a salary must be budgeted for TPAF/FICA.
- Budget: List the costs in the appropriate column (Program, Professional Development, Administration). List the amount budgeted for each private school in the professional development column.
- Enter the amount budgeted for each category on the Budget Statement page.
- Justification: Reference the appropriate code for the goals/objectives/activities from the Program Plan for each budget item. (Example: I.A.3.)
- The Totals for each Budget column must match the totals on the Budget Statement.
- Signature of the LEA's Business Administrator and date are required. Approval will be delayed if the signature and date are missing.

Additional Information: The Budget Statement and Budget Detail pages of the CSR application are now available in an Excel spreadsheet (download from the NJDOE Web site. *Select* Grants; then *select* Entitlement Grants) to facilitate LEAs in the preparation of the application. Instructions are posted on the Web site and assistance is available from your county office business administrator.



New Jersey Department of Education
Improving America's Schools Act (IASA)
Class-Size Reduction Initiative
Fiscal Year 2001

LEA ALLOCATION REFUSAL

LEA _____ County _____ LEA Code: _ _ _ _

The _____ Board of Education on _____ (date) hereby resolves
not to apply for the funds allocated under the Class-Size Reduction Initiative for Fiscal Year 2001:

Class-Size Reduction Initiative	Allocation Amount: \$ _____
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It is understood that this refusal to accept funds for Fiscal Year 2001 will not prevent the district from applying
for or receiving its allocation for any subsequent year.

Chief School Administrator Signature

Board Secretary Signature

Board Approval Date

DIRECTIONS FOR COMPLETING THE LEA ALLOCATION REFUSAL

LEAs that are not accepting FY 2001 CSR funds, must complete this LEA Allocation Refusal and submit it to the county office of education and to the Office of Grants Management and Development.

- Enter the LEA name, county and LEA Code.
- Enter the CSR Allocation Amount.
- Obtain Board Approval to refuse the CSR funds and enter the date.
- Signature of the Chief School Administrator and Board Secretary are required.



New Jersey Department of Education
Improving America's Schools Act (IASA)
Class-Size Reduction Initiative
 Fiscal Year 2001

Data must be submitted by e-mail. See directions on the next page.

LEA DATA COLLECTION WORKSHEET

LEA _____ County _____ Project Code: CSR _____ 01

Program Budget

Funding	
Funds budgeted for "Program Costs"	
Funds budgeted for "Professional Development"	
Funds budgeted for "Administrative"	
Total CSR funds (must match LEA allocation)	

Teachers Hired Using FY 2001 CSR Funds

Teachers Hired	
Number of teachers retained using FY 2001 funds that were hired using FY 2000 CSR funds	
Number of teachers newly hired using FY 2001 CSR funds	
Total number of teachers hired	*
Certification Status	
Number of fully certified teachers hired	
Number of teachers hired that are working toward full certification	
Number of "other" teachers hired (provide explanation)	
Total number of teachers hired	*
Grades Targeted	
Number of teachers hired for grades K-3	
Number of teachers for other grades	
Total number of teachers hired	*
Types of Teachers	
Number of regular education teachers hired	
Number of special education teachers hired	
Total number of teachers hired	*
Status of Teachers	
Number of full-time teachers hired	
Number of part-time teachers hired	
Total number of teachers hired	*

* These entries must match

Class-Size Information

2000-2001 School Year	Kindergarten	Grade 1	Grade 2	Grade 3	Other _____
Class Size without the use of CSR funds					
Class Size with the use of CSR funds					

DIRECTIONS FOR COMPLETING THE LEA DATA COLLECTION WORKSHEET

- Completion of the Data Collection Worksheet is required for all LEAs applying for FY 2001 CSR funds.
- The LEA Data Collection Worksheet is available in an Excel spreadsheet (download from the NJDOE Web site. *Select* Grants; then *select* Entitlement Grants).
- The completed data **must** be submitted by e-mail to Steve Esser (sesser@doe.state.nj.us). Instructions are posted on the Web site and assistance is available by contacting Mr. Esser at 609-633-0659.
- The LEA Data Collection Worksheet must also be submitted in hard copy with the CSR application.